

EUROPEAN EXTERNAL ACTION SERVICE



Annex 1

European Union Police Mission for the Palestinian Territories (EUPOL COPPS) 1-2020 Extra Ordinary Call for Contributions			
Organisation:	EUPOL COPPS		
Availability:	As indicated below		
Job Location:	Ramallah, Palestine		
Employment Regime:	As indicated below		
Job Titles/ Job Titles/ Vacancy Notice:	Ref.:	Name of the Post:	Availability:
	<u>Seconded (7)</u>		
	BSE 01	Brussels Support Element - Human Resources and Administration	ASAP/July2020*
	PA 01	Head of Police Advisory Section	ASAP/July 2020*
	PA 06	Ministerial Legal and Administration Adviser	ASAP/July2020*
	PA 23	Police Adviser – Training**	ASAP/July 2020*
	PA 34	Senior Mentor / Adviser to the Ministry of Interior	ASAP/July 2020*
	RL 04	Prosecution Officer **	ASAP/ July2020*
	RL 07	Justice Expert	ASAP/ July2020*
	<u>Seconded/Contracted (2)</u>		
	MS 12	Transport and Logistic Officer	ASAP/July 2020*
	MS 14	CIS - Cyber Security Expert	ASAP/July 2020*
Deadline for Applications:	Friday June 5 2020 17:00 (CET)		

* Due to temporary circumstances of the COVID-19 crisis, exact date is pending/can be postponed

** Pending confirmation of position availability

<p>Applications must be submitted via:</p>	<p>1. For seconded candidates from EU Member States: https://goalkeeper.eeas.europa.eu/registrar/</p> <p>2. For contracted candidates from EU Member States: https://goalkeeper.eeas.europa.eu/registrar/DPA/357/details.do</p> <p>3. For seconded and contracted candidates from Contributing Third States¹ (application form available on the EEAS website): cpcc.eupolcops@eeas.europa.eu</p>
<p>Information:</p>	<p>For more information relating to selection and recruitment, please contact the Civilian Planning and Conduct Capability (CPCC):</p> <p>Ms Jeanette BROBERG</p> <p>cpcc.eupolcops@eeas.europa.eu</p>

Seconded Personnel – For seconded positions, only personnel nominations received through official channels from EU Member States/Contributing Third States¹ (Contributing States) will be considered. Contributing States will bear all personnel-related costs for seconded personnel, e.g. salaries, medical coverage, travel expenses to and from the Mission area (including home leave) and allowances other than those paid according to the Council documents 7291/09 (10 March 2009) and 9084/13 (30 April 2013). Personnel seconded from Contributing Third States are not entitled to receive allowances paid according to the Council documents 7291/09 (10 March 2009) and 9084/13 (30 April 2013).

Contracted Personnel – The Mission may recruit international staff on a contractual basis as required, through an employment contract. The employment contract with the Mission establishes the conditions of employment, rights and obligations, remuneration, allowances, travel and removal expenses and the applicable high risk insurance policy. Preference will be given to seconded candidates.

Documents supporting educational qualifications and work experience should be accompanied by certified translations of the original documents in the English language, if issued in another language, in accordance with the European Commission Guidelines for Lifelong Learning, which ensures transparency in higher education and fair and informed judgements about qualifications.

Tour of Duty/Contract Period – Subject to the adoption of the Council Decision extending the Mission mandate and approving the appropriate Budgetary Impact Statement, the duration of the deployment should be of 12 months.

The Civilian Operations Commander requests that Contributing States propose candidates for the following international expert positions for EUPOL COPPS, according to the requirements and profiles described below:

I. GENERAL CONDITIONS

Citizenship – Citizenship of an EU Member State or of a Contributing Third State¹ (Canada, Norway and Turkey).

Integrity – The candidates must maintain the highest standards of personal integrity, impartiality and self-discipline within the Mission. Candidates are not allowed to provide or discuss any information or document

¹ Contributing Third States with a signed Framework Participation Agreement.

as a result of access to classified and/or sensitive information relating to the Mission or respective tasks and activities. The candidates shall carry out their duties and act in the interest of the Mission.

Flexibility and Adaptability – The candidates must be able to work in arduous conditions with a limited network of support and with unpredictable working hours and a considerable workload. They must have the ability to work professionally as a member of a team, in task forces and working groups with mixed composition (e.g. civilian and military staff) and be able to cope with extended separation from family and usual environment.

Availability – The candidates must be able to undertake any other administrative tasks related with the competencies, responsibilities and functions of the respective position within the Mission, as required by the Head of Mission.

Physical and Mental Health – The candidates must be physically fit and in good health, without any physical or mental problems or substance dependency which may impair operational performance in the Mission. To ensure duty of care in a non-benign environment, selected seconded/contracted candidates shall be able to serve the full period of secondment/contract before reaching the normal age of retirement in Contributing States/country of residence.

Serious deficiencies in any of these general conditions may result in repatriation/termination of the secondment/contract.

II. REQUIREMENTS

II.A Essential Requirements

The following are essential requirements in respect of civilian international experts to the Missions for all Job Descriptions:

Education and Training

The candidates should have a recognised academic qualification under the European Qualifications Framework (EQF)², or equivalent, at a level specified in the individual job descriptions.

Knowledge

The candidates should have knowledge of the EU Institutions and Mission Mandate, particularly related to the Common Foreign and Security Policy (CFSP), including the Common Security and Defence Policy (CSDP).

Skills and abilities

Language Skills³ – Spoken and written proficiency in the working language of the Mission. Certain positions may require higher language skills further specified in the individual job descriptions.

Communication and Interpersonal Skills – The candidates must have excellent interpersonal and communication skills, both written and oral. In particular, they must be able to write reports in the working language of the Mission.

Organisational skills - The candidates must have excellent organisational skills, with the ability to prioritise work to meet deadlines, and a concern for order and accuracy.

² <https://ec.europa.eu/ploteus/content/descriptors-page>

³ [Common European Framework of References for Languages](#)

Computer Skills – Skills in word processing, spreadsheet and e-mail systems are essential.

Driving Skills – The candidates must be in possession of a valid – including Mission area – civilian driving licence for motor vehicles (Category B or equivalent). They also must be able to drive any 4-wheel-drive vehicle.

Serious deficiencies in any of these essential requirements may result in repatriation/termination of the secondment/contract.

II.B Desirable Requirements

Knowledge of the Mission area – The candidates should have a good knowledge of the history, culture, social and political situation of the region and also knowledge of the police, judiciary and governmental structures (distinct advantage).

Knowledge and Experience of SSR - The candidates must be acquainted with Security Sector Reform concepts and practices, especially in the Mission area.

Training and Experience – The candidates should have attended a Civilian Crisis Management Course or equivalent.

Language – Some proficiency in local language(s).

Driving Licence - Category C or equivalent driving licence.

III. ESSENTIAL DOCUMENTS AND EQUIPMENT FOR SELECTED CANDIDATES

Passport – The support of Contributing States is strongly recommended in the issuance of a Diplomatic Passport for Mission Members. This is to facilitate and afford appropriate operational freedom of movement within the Mission area (including both Israel and occupied Palestinian Territories).

Visas – The Mission shall facilitate visas for selected personnel with EU citizenship once the Mission Members have been deployed in the country. Therefore a visa prior to the deployment is not required.

Education diploma(s)/certificate(s) or/and professional certificate(s) – The selected international contracted candidates must have and present to the Mission the university diploma or the professional certificate/diploma, depending on the job description, before signing the contract or taking up duties.

Required Personnel Security Clearance (PSC) – The selected candidates will have to be in possession of the necessary level of Personnel Security Clearance (PSC) as specified in the respective job descriptions. For seconded experts, the original certificate of the national security clearance or a proof of the initiation of the process must accompany them upon deployment. For contracted experts, the process will be initiated by the Mission upon deployment. For both seconded and contracted experts, access to EUCI will be limited to RESTRICTED until the issuance of their national security clearance.

Certificate/Booklet of Vaccination – The selected candidates must be in possession of a valid certificate/booklet of vaccination showing all vaccinations and immunisations received. They must also be vaccinated according to the required immunisations for the Mission area.

Medical Certificate – The selected candidates should undergo an extensive medical examination and be certified medically fit for Mission duty by a competent authority from the EU Member State. A copy of this certification must accompany deployed seconded/contracted personnel.

Personal Protection Equipment – It is recommended that national authorities provide seconded selected candidates with protection equipment.

Deficiencies in any of the documents asked for a specific position may result in failure of the selection process.

IV. ADDITIONAL INFORMATION

Gender balance – The EU strives for improved gender balance in CSDP operations in compliance with UNSCR 1325 on Women, Peace and Security (WPS). The Civilian Planning and Conduct Capability (CPCC) encourage Contributing States and European Institutions to take this into account when offering contributions at all levels.

To ensure duty of care in a non-benign environment, selected seconded/contracted candidates shall be able to serve the full period of secondment/contract before reaching the normal age of retirement in Contributing States/country of residence.

Application Form – For candidates holding an EU citizenship, applications will be considered only when using the online Application Form (AF) accessible on the Goalkeeper-Registrar software module, indicating which position(s) the candidate is applying for. Candidates seconded by Contributing Third States will apply using the Application Form in Annex 2.

Selection Process – The candidates considered to be most suitable will be shortlisted and, if needed, interviewed in Brussels, at the Headquarters of the Mission or by phone, before the final selection is made. If seconded candidates are required to travel to Brussels/Mission Headquarters for interviews, the EU Member States will bear any related costs.

N.B.: The selection of candidates who are working for other civilian CSDP Missions at the time of their application will be subject to an impact assessment taking into account the operational needs of the CSDP Missions concerned.

Information on the Outcome – EU Member States and contracted candidates (applying for seconded/contracted positions) will be informed about the outcome of the selection process after its completion.

Training – Missionwise + E-SAFE⁴ which are designed for the delegations or equivalent until a new platform E-MASE is launched.

Pre-Deployment Training (PDT) – The candidate should have undergone Pre-Deployment Training in accordance with the CSDP agreed Training Policy.

Data Protection – The EEAS, and its Directorate CPCC processes personal data pursuant to Regulation (EC) 2018/1725 on the protection of individuals with regard to the processing of personal data by the EU institutions and bodies and on the free movement of such data, as implemented in the EEAS by the Decision of the High Representative of the Union for Foreign Affairs and Security Policy of 8 December 2011. The Privacy statement is available on the EEAS website. [Privacy Statement](#).

⁴ <https://webgate.ec.europa.eu/eeas/security-e-learning>

Job Descriptions – The current reporting lines of the following job descriptions might be subject to modification based on operational requirements and in line with the principles set out in the Operation Plan (OPLAN).

Position Name: BSE Human Resources and Administration	Employment Regime: Seconded	
Ref. number: BSE 01	Location: Brussels	Availability: ASAP/July 2020*
Component/Department/Unit: Head of Mission Section	Security Clearance Level: EU SECRET	Open to Contributing Third States: No

*The availability of the position is limited to one year, without possibility of extension

1. Reporting Line:

The BSE Human Resources and Administrative Officer reports to the Head of Mission and is embedded in the CPCC in Brussels and functionally cooperates closely with the D/HoM/Chief of Staff and the Mission Support Division.

2. Main Tasks and Responsibilities:

- To prepare Calls for Contributions and to participate in their distribution;
- To process applications and maintain rosters and databases;
- To participate in the recruitment, selection and deployment of international contracted staff; process applications and maintain rosters and databases as appropriate, in co-ordination with CPCC;
- To establish and maintain contacts with Contributing Third States facilitating the participation of their nationals to the Mission;
- To establish and maintain contacts with Contributing Third States facilitating the participation of their carry out assignments in management and co-ordination of all human resources related issues;
- To apply Human Resources/Personnel Policies and Procedures;
- To advise in preparation of Job Descriptions and Standard Operating Procedures;
- To implement the selection staff policies and processes job applications as per CPCC rules
- To maintain records related to staff selection;
- To advise in preparing and managing deployment of personnel, contracts, letters of appointment, contracts, reassignments, redeployments, termination;
- To provide briefings, advice and assistance on human resources and other administrative issues to Member States;
- To participate in the preparation of administration related plans and reports;
- To undertake any other related task in the BSE team as requested by Head of Mission/Deputy Head of Mission.

3. Mission Specific Tasks and Responsibilities:

- Establishes and maintains contacts with the Member States and other international actors as well as the civil society at Brussels Level;
- Supports HR, logistic, finance, procurement and contracting processes;

- Uses legally established policies and procedures in line with the EU legislation and regulations, as applicable to the CSDP Missions;
- Liaises as appropriate with the CPCC and FPI3 for operational and administrative matters of the Mission at Brussels level;
- Provides assistance to the Mission departments related with all HR, logistic, finance, contracting and procurement matters;
- Assists in the development of internal Mission support procedures.
- When required also to assist the mission on reporting matters and other materials required by CPCC.
- Coordinates the standardization of procedures among missions with other BSEs', as appropriate
- To optimize the usage, the BSE can be double hatted to cover EUBAM Rafah mission.

4. Essential Qualifications and Experience:

- Successful completion of University studies of at least 3 years attested by a diploma OR a qualification at the level in the National Qualifications Framework equivalent to level 6 in the European Qualifications Framework OR a qualification of the first cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelors' Degree; AND
- A minimum of 4 years of relevant professional experience in human resources management related issues, after having fulfilled the education requirements.

5. Essential Knowledge, Skills and Abilities:

- People management skills and capacity to deal with different levels of stakeholders;
- Problem solving skills;
- Administrative skills and attention to details;
- Analytical and reporting skills;
- Networking skills;

6. Desirable Qualifications and Experience:

- Experience in planning and implementing projects in the field of human resources management;
- University or/and Masters' degree in business administration or in human resources management or international certification in human resources management;

7. Desirable Knowledge, Skills and Abilities: N/A

Position Name: Head of Police Advisory Section	Employment Regime: Seconded	
Ref. number: PA 01	Location: Ramallah	Availability: ASAP/July 2020
Component/Department/Unit: Police Advisory Section	Security Clearance Level: EU SECRET	Open to Contributing Third States: No

1. Reporting Line:

The Head of Police Advisory Section reports to Head of Mission/Deputy Head of Mission.

2. Main Tasks and Responsibilities:

- To lead, direct and manage the work and staff of the Section as to implement the Mission mandate and tasks as set out in the OPLAN and relevant planning documents, ensuring coherence and consistency in pursuit of the Mission's mandate;
- To oversee the Section's input to the development and regular updating of the Mission Implementation Plan by supporting the identification of Mission's operational requirements specific to the areas falling under the responsibility of the Section;
- To ensure the consistency and sustainability of Mission's operational activities over time
- To oversee the Section's contribution to the Mission's internal and external reporting against benchmarking;
- To work in close cooperation with the other Mission Sections;
- To ensure that Mission staff members working in the Section identify and report lessons and best practices within their respective fields of responsibility;
- To ensure the mainstreaming of Human Rights and Gender aspects into the Section's activities;
- To identify, manage and report the risks arising from the specific processes/systems/projects implemented under his/her responsibility;
- To undertake any other related tasks as requested by the Line Manager(s).

3. Mission Specific Tasks and Responsibilities:

- To contribute on the operational level and in his/her field of expertise, aligned to the Mission Mandate implementation in line with the CONOPS, OPLAN and Mission Implementation Plan (MIP), in particular regard to strengthening the capabilities of the Ministry of Interior (MOI) and Palestinian Civilian Police (PCP);
- To provide strategic advice and assistance to the Ministry of Interior (MOI) in strengthening security governance and overall functions of the ministry;
- To provide strategic advice and assistance to the Palestinian Civil Police (PCP) in implementing the PCP overall process of development and transformation, specifically to

- senior officials at District and Headquarters, in accordance with their policies and guidelines and in coordination with other international actors and stakeholders;
- To provide overall management and direction to the Police Advisory Section so that it fulfils its tasks efficiently and effectively and implements its agreed objectives;
 - To identify, under the overall guidance of the HoM/DHoM, the overall objectives of the Section, and contribute to the development of the Mission Implementation Plan in accordance with the Mission's mandate;
 - To ensure appropriate management of the human and financial resources of the section;
 - To review, assess and ensure quality analysis and reporting on the work and activities of the Section;
 - To maintain close liaison with the Rule of Law Section, Human Rights and Gender Advisers on cross cutting elements of the MIP;
 - To review, assess and report on the work and activities of the Section;
 - To seek continuous development of the section and ensure the highest working standards, be maintained through appropriate communication, coordination and co-operation within the Section, the Mission and external actors;
 - To maintain close, result-oriented working relationships with relevant local counterparts and other international stakeholders active in the civilian Security Sector Reform;
 - To maintain working relationships with local civil society actors in the civilian Security Sector Reform, in particular those promoting human rights in policing;
 - To facilitate and provide overall guidance in the implementation of projects within the Section;
 - To closely collaborate with the Planning and Reporting Unit on donor-coordination, evaluation and the implementation of projects.

4. Essential Qualifications and Experience:

- Successful completion of university studies of at least 4 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 7 in the European Qualifications Framework OR a qualification of the second cycle under the framework of qualifications of the European Higher Education Area, e.g. Master's Degree OR equivalent and attested police or/and military education or training or an award of an equivalent rank; AND
- A minimum of 10 years of relevant professional experience, including experience in Security Sector/RoL Reform in a national or host state context and in implementation of reform programmes, after having fulfilled the education requirements out of which a minimum of 5 years at management level.

5. Essential Knowledge, Skills and Abilities:

- Ability to establish/review priorities, to plan and to exercise control;
- Ability to engage with senior officials/ governmental level decision makers;
- Ability to mentor and motivate staff;
- Sound understanding of Human Rights and Gender, including experience working in projects that integrate Human Rights and Gender and mainstreaming with the conjunct understanding of the added value of them for the counterparts;
- Ability and/or experiences to establish and maintain contacts/coordination with other inter/national stakeholders, operating in the theatre with similar goals;
- Understanding of the entire chain of criminal justice (from police to prison);
- Ability to provide advice with a full understanding for the concept of local ownership;
- Ability to translate strategy into action and to work efficiently in a deadline driven environment.

6. Desirable Qualifications and Experience:

- Senior management experience in an international organisation operating in a conflict or immediate post conflict situation;
- Experience in strategic analyses, planning and reporting as well as a sound understanding of strategic and operational considerations;
- Master's degree in management, business administration or other related subjects, or international/national certificate/diploma in management/leadership/business administration;
- Previous experience in working in crisis management missions;
- Previous experience in working in the region, considered as Middle East.

7. Desirable Knowledge, Skills and Abilities:

- C1/C driving licence and ability of driving 4x4 vehicles.

Position Name: Ministerial Legal and Administration Adviser	Employment Regime: Seconded	
Ref. Number: PA 06	Location: Ramallah	Availability: ASAP*
Component/Department/Unit: Police Advisory Section	Level of Security Clearance: EU CONFIDENTIAL or equivalent	Open to the Contributing Third States: Yes

* Temporary constraints due to the Covid-19 situation can delay start date

1. Reporting Line

The Ministerial Legal and Administration Expert reports to the Head of Police Advisory Section.

2. Main Tasks and Responsibilities

- To operationalise the Mission's mandate and tasks as set out in the planning documents and the Mission Implementation Plan (MIP) by advising and mentoring local counterpart(s) on the strategic and operational level as appropriate.
- To support the Mission's efforts in addressing areas of structural weaknesses in the performance and accountability of counterparts/institutions and to propose solutions for strengthening the same.
- To provide analysis and recommendations to the local counterpart in the area of responsibility.
- To be embedded within the local institution, security permitting.
- To ensure timely reporting on activities within the field of responsibility as per planning documents, in particular, progress and/or lack of progress.
- To maintain necessary contacts and build relationships with relevant local counterparts.
- To ensure compliance with instruction/direction from Mission management.
- To liaise closely with other Senior Advisers and Advisers as appropriate.
- To identify best practices and lessons learned within the field of responsibility.
- To design and deliver training, as appropriate.
- To undertake any other tasks as required by the line managers.

3. Mission Specific Tasks and Responsibilities

- To develop efficient organisational procedures so as to ensure effective implementation and evaluation of the security sector strategy.
- To develop institutionalized cooperation and coordination mechanisms with relevant institutions and different security services.

- To assist in the development of a legal/regulatory framework identifying and separating competencies of the Ministry of Interior (MoI) and other institutions in the security sector.
- To support the MoI in clarifying the responsibilities and authority of the police, through the development of one applicable police law.
- To work closely with other organisations supporting the MoI, and where appropriate take initiatives to coordinate donor activity.
- To support the MoI efforts to develop/elaborate an effective/proactive communication strategy.
- To identify project areas and develop projects to support the MoI.
- To provide support to the EUPOL COPPS MoI team in the research, preparation, development, and delivery of the Ministry of Interior (MoI) related initiatives as outlined in the Mission Implementation Plan.
- To support the Palestinian MoI to further enhance its oversight and governance structures and processes.

4. Essential Qualifications and Experience

- Successful completion of university studies of at least 4 years attested by a diploma **OR** a qualification at the level in the National Qualifications Framework which is equivalent to level 7 in the European Qualifications Framework **OR** a qualification of the second cycle under the framework of qualifications of the European Higher Education Area e.g. Master's Degree. The qualification should be in any of the fields of Political Science, International Relations, Law, Social Science or Business Administration **OR** police or military equivalent education or training and rank; **AND**
- At least 8 years of relevant professional experience, out of which a least 3 at a management level.
- Excellent knowledge of security sector reform (SSR) processes, in particular, police reform from a comparative perspective.
- Experience of aid management, programme/project implementation, and strategic planning processes. Proven ability to coordinate and produce reports.
- Demonstrated ability and willingness to work as a member of a team, with people of different professional backgrounds.
- Ability to work in a multicultural environment with local partners of different professional and religious backgrounds, and with diverse political views while maintaining impartiality and objectivity.

5. Desirable Qualifications and Experience

- Experience working in projects that integrate gender as a notion and the conjunct understanding of the value of gender mainstreaming.
- International experience of working with police development in (SSR) context.
- Experience working in a ministry/security sector institutions or other relevant fields on a strategic level;
- Experience in interacting with regional and international stakeholders/donors in a multicultural environment ;
- Diploma on Mentoring in Crisis Management or equivalent training

6. Desirable Knowledge, Skills and Abilities:

- Peacekeeping missions or in CSDP missions;

- C1/C driving licence.

Position Name: Police Adviser - Training	Employment Regime: Seconded	
Ref. Number: PA 23	Location: Ramallah	Availability: ASAP/July 2020
Component/Department/Unit: Police Advisory Section	Level of Security Clearance: EU CONFIDENTIAL or equivalent	Open to Contributing Third States: Yes

1. Reporting Line

The Police Adviser Training reports to the Head Police Advisory Section.

2. Main Tasks and Responsibilities:

- To operationalise the Mission mandate and tasks as set out in the planning documents and the Mission Implementation Plan (MIP) by advising and mentoring local counterpart(s) in a structured manner;
- To support the Mission's efforts in addressing areas of structural weaknesses in the performance and accountability of respective counterparts/institutions and to propose solutions for strengthening same;
- To provide analysis and recommendations to the local counterpart in the area of responsibility.
- To be embedded within the local institution, security permitting;
- To ensure timely reporting on activities within the field of responsibility as per planning documents, in particular progress and/or lack of progress;
- To collect and collate statistics about the workload/performance of local counterparts;
- To maintain necessary contacts and build relationships with relevant local counterparts;
- To ensure compliance with instruction/direction from Mission management;
- To liaise closely with other Senior Advisers and Advisers as appropriate;
- To identify best practice and lessons learned within the field of responsibility;
- To design and deliver training, as appropriate.

3. Mission Specific Tasks and Responsibilities:

- To contribute on an operational level and in his/her field of expertise to the Mission's Mandate implementation in line with the CONOPS, OPLAN and Mission Implementation Plan (MIP).

- To provide strategic advice and assistance to the Palestinian Civil Police (PCP) in implementing the PCP overall process of development in accordance with their policies and guidelines and in coordination with other international actors and stakeholders.
- To provide expertise to strengthen the capabilities of the training administrations and the Palestinian College for Police Science (PCPS).
- To support the adoption of service-minded policing through the development and implementation of SOP's and manuals.
- To advise PCP in identifying training gaps and support PCP in developing long-term training plans.
- To advise PCP in developing of curricula for various fields of training and/or education.
- To support PCP in developing and implementing in-service trainings.
- To support PCP training administration and the PCPS in identifying the appropriate equipment and infrastructure needed to deliver effective training.
- To undertake any other tasks on behalf of the Head/Deputy Head of Police Advisory Section.

4. Essential Qualifications and Experience:

- Successful completion of university studies of at least 3 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 6 in the European Qualifications Framework OR a qualification of the first cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelor's Degree, OR equivalent and attested police or/and military education or training or an award of an equivalent rank; AND
- A minimum of 5 years of relevant professional experience, after having fulfilled the education requirements;
- Experience in policing, in developing and/or implementing training initiatives.
- Familiarity with modern training tools, for instance e-learning, virtual training systems, language labs.

5. Essential Knowledge, Skills and Abilities:

- Ability to mentor and motivate local counterparts;
- Ability to be self-driven and results-oriented within the constraints of working in a complex environment.
- Ability and/or experiences to establish and maintain contacts/coordination with other inter/national stakeholders, operating in the theatre with similar goals ;
- Ability and experience in identifying training needs, advising on developing Curricula and delivering training, including at the level of Train the Trainers (ToT);

6. Desirable Qualifications and Experience:

- Experience in project management.
- Experience working in an international organization operating in a conflict or post-conflict environment;

7. Desirable Knowledge, Skills and Abilities:

- C1/C driving licence;

Position Name: Senior Mentor/Adviser to the Ministry of Interior	Employment Regime: Seconded	
Ref. Number: PA 34	Location: Ramallah	Availability: ASAP/July 2020
Component/Department/Unit: Police Advisory Section	Security Clearance Level: EU CONFIDENTIAL	Open to Contributing Third States: Yes

1. Reporting Line:

The Senior Mentor/Adviser to the Ministry of Interior reports to the Head of Police Advisory Section.

2. Main Tasks and Responsibilities:

- To operationalise the Mission mandate and tasks as set out in the planning documents and the Mission Implementation Plan (MIP) by mentoring and advising local counterpart(s) on the strategic and operational level as appropriate;
- To support the Mission's efforts in addressing areas of structural weaknesses in the performance and accountability of counterparts/institutions and to propose solutions for strengthening same;
- To provide analysis and recommendations to the local counterpart in the area of responsibility;
- To be embedded within the local institution, security permitting;
- To ensure timely reporting on activities within the field of responsibility as per planning documents, in particular progress and/or lack of progress;
- To maintain necessary contacts and build relationships with relevant local counterparts;
- To ensure compliance with instruction/direction from Mission management;
- To liaise closely with other Advisers/ Mentors as appropriate;
- To identify best practice and lessons learned within the field of responsibility;
- To design and deliver training, as appropriate;
- To undertake any other related task as requested by the Line Manager(s).

3. Mission Specific Tasks and Responsibilities:

- To closely mentor and advise the senior management of the Strategic Planning and Development Unit, Ministry of Interior, on effective implementation of the Security Sector Reform;
- To provide support in the research, preparation, development and delivery of MoI related initiatives outlined in the Mission Implementation Plan;
- To support the MoI and the Palestinian Civil Police (PCP) in strategic planning, including the development and implementation of their respective strategic plans;
- To ensure alignment of the Mission's strategic objectives with those of the MoI and the PCP;
- To support the development of efficient organisational procedures and structures related to mentoring and strategic planning;
- To build trust and work closely with other organisations supporting the MoI and the PCP and where appropriate take initiatives to coordinate donor activity;
- To support the MoI and the PCP in clarifying the responsibilities and authority of the institutions;
- To support the MoI to further enhance its oversight and governance structures and processes;
- To promote coherence, cooperation and synergies with international partners;
- To ensure counterparts are cognisant of UNSR 1325 and safeguard human rights;
- To advise the Mission's senior management on MoI related matters.

4. Essential Qualifications and Experience:

- Successful completion of university studies of at least 4 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 7 in the European Qualifications Framework OR a qualification of the second cycle under the framework of qualifications of the European Higher Education Area, e.g. Master's Degree OR equivalent and attested police or/and military education or training or an award of an equivalent rank AND
- A minimum of 6 years senior level professional experience in mentoring or, as a minimum, in strategic guidance and/or advisory roles, at national or international level, after having fulfilled the education requirements.

5. Essential Knowledge, Skills and Abilities:

- Documented knowledge of communication techniques for mentoring in a Ministry/security sector institutions or other relevant fields on a high strategic level;
- Proven intercultural competence and sensitivity in regards to understanding local traditions;
- Solid track record in establishing mutual respect as essential prerequisite for successful guidance and advice;
- Knowledge of Security Sector Reform and strategic planning designed towards local ownership;
- Ability to build trust, negotiate, coordinate and produce reports.

6. Desirable Qualifications and Experience:

- An ENTRi Certified Mentoring course or equivalent training;
- Negotiation and mediation skills;
- Experience in interacting with regional and international stakeholders/donors in a multicultural environment;

7. Desirable Knowledge, Skills and Abilities:

- Senior level experience in working in an international organisation operating in a conflict or post-conflict environment.
- C1/C driving licence.

Position Name: Prosecution Expert	Employment Regime: Seconded	
Ref. number: RL 04	Location: Ramallah	Availability: ASAP/July 2020
Component/Department/Unit: Rule of Law Section	Security Clearance Level: EU CONFIDENTIAL or equivalent	Open to Contributing Third States: Yes

1. Reporting Line:

The Prosecution Expert reports to the Head of Rule of Law Section

- **2. Main Tasks and Responsibilities:** In close coordination with the Mission's operational components, to advise on the promotion of RoL/Justice aspects among host state authorities and ensure that these aspects are incorporated in a coordinated and consistent manner in the Mission's Implementation Plan;
- To monitor and analyse the RoL/Justice situation in the host state;
- To liaise with and advise the host state justice authorities and relevant security sector reform actors;
- To act as a trainer on RoL/justice related matters;
- To liaise with other international actors;
- To ensure timely reporting and information flow on RoL/justice issues;
- To contribute to identify and report on lessons and best practices within the field of RoL/justice;
- To undertake any other related task as requested by the Line Manager(s).

3. Mission Specific Tasks and Responsibilities:

- To contribute on an operational level and in his/her field of expertise to the Mission's mandate implementation in line with the CONOPS, OPLAN and Mission Implementation Plan (MIP), in particular with respect to supporting the justice institutions in the criminal

- justice field, which focus on anti-corruption;
- To liaise closely with the same justice institutions on any matters which arise and provide advice and direction as required;
 - To assist in the development and delivery of training packages on economic crime, corruption and other specialised areas;
 - To support investigation and cooperation on economic crimes between the police and the prosecution service;
 - To support the Palestinian authorities with respect to international legal cooperation as appropriate;
 - To liaise closely with the Police Advisory Section of the Mission in order to coordinate efforts, particularly with respect to the accountability mechanisms at the Palestinian Civil Police;
 - To develop cooperation mechanisms between justice institutions and those within the PA administration related to finance and economy;
 - To coordinate the Mission's activities with donors who are active with respect to supporting justice institution in relation to anti-corruption;
 - To coordinate efforts with respect to reporting on particular MIP objectives and provide advice to the Head of the Rule of Law Section on these objectives;
 - To perform other tasks as required by the Head and/or the Deputy Head of the Rule of Law Section;

4. Essential Qualifications and Experience:

- Successful completion of university studies of at least 4 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 7 in the European Qualifications Framework OR a qualification of the second cycle under the framework of qualifications of the European Higher Education Area, e.g. Master's Degree. The qualification should be in Law; AND
- A minimum of 6 years of relevant professional experience, including experience in RoL/justice aspects, in particular in a post-conflict environment/ SSR process, after having fulfilled the education requirements;
- Experience in working with serious economic crimes, money laundering and/or corruption cases.
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5. Essential Knowledge, Skills and Abilities:

- Understanding of legal reform process including the development of legal policy and legislation;
- Mediation skills;
- Ability to translate strategy into action and to work effectively in a deadline driven environment.

6. Desirable Qualifications and Experience:

- Experience as a judge, prosecutor, lawyer or legal adviser;
- International experience in working with rule of law and criminal justice system issues, in particular in a post-conflict environment;
- Experience in working on police/prosecutor coordination.
- Experience of working with international legal cooperation and assistance;
- Experience of training prosecutors on a range of relevant matters;

- Experience in project management.

7. Desirable Knowledge, Skills and Abilities:

- Ability to work in a multicultural environment with local partners of different professional and religious backgrounds, and with diverse political views;
- Proven ability to translate strategy into action and to work effectively in a deadline driven environment;
- Knowledge skills of Arabic.

Position Name: Justice Expert	Employment Regime: Seconded	
Ref. number: RL 07	Location: Ramallah	Availability: ASAP/July 2020
Component/Department/Unit: Rule of Law Section	Security Clearance Level: EU CONFIDENTIAL or equivalent	Open to Contributing Third States: Yes

1. Reporting Line:

The Justice Expert reports to the Head of Rule of Law Section.

2. Main Tasks and Responsibilities:

- In close coordination with the Mission's operational components, to advise on the promotion of RoL/Justice aspects among host state authorities and ensure that these aspects are incorporated in a coordinated and consistent manner in the Mission's Implementation Plan;
- To monitor and analyse the RoL/Justice situation in the host state;
- To liaise with and advise the host state justice authorities and relevant security sector reform actors;
- To act as a trainer on RoL/justice related matters.
- To liaise with other international actors;
- To ensure timely reporting and information flow on RoL/justice issues;
- To contribute to identify and report on lessons and best practices within the field of RoL/justice;
- To undertake any other related task as requested by the Line Manager(s).

3. Mission Specific Tasks and Responsibilities:

To contribute on an operational level and in his/her field of expertise to the Mission's mandate implementation in line with the CONOPS, the OPLAN and Mission Implementation Plan (MIP), in particular with respect to:

- To advise on the roles and mandates of the principal justice institutions within the sector (High Judicial Council [HJC], Ministry of Justice [MoJ] and Office of the Attorney General [AGO]);
- To Support the implementation of the Justice Sector Strategy and its legal framework;
- To support the improvement of the internal organization and administrative structures of criminal justice institutions;
- To support the justice institutions with respect to international legal cooperation as appropriate;
- To develop and implement programmatic projects in support of the tasks of the MIP.
- To liaise closely with the HJC on any matters which arise (particularly with respect to internal organization and structure, accountability and recruitment procedures for judges) and provide advice and direction as required;
- To assist the Legislative Drafting Experts with the review of any proposed amendments or new draft laws and its organisational implications;
- To coordinate efforts with respect to reporting on particular MIP objectives and provide advice to the Head of the Rule of Law Section on these objectives;
- To perform other task as required by the Head/Deputy Head of Rule of Law Section.

4. Essential Qualifications and Experience:

- Successful completion of university studies of at least 4 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 7 in the European Qualifications Framework OR a qualification of the second cycle under the framework of qualifications of the European Higher Education Area, e.g. Master's Degree. The qualification should be in Law; AND
- A minimum of 6 years of relevant professional experience, including experience in/sound knowledge of RoL/justice aspects, in particular in a post-conflict environment/ SSR process, after having fulfilled the education requirements;
- Experience of working on internal organizational and structural issues, including decision-making processes, in a judicial council, an office of public prosecution or equivalent authority.

5. Essential Knowledge, Skills and Abilities:

- Practical understanding of legal reform processes, including the development of legal policies and legislation;
- Mediation skills.

6. Desirable Qualifications and Experience:

- Experience as a judge, prosecutor or lawyer;
- Experience of handling relationships between justice institutions;
- Experience of developing recruitment and promotion policies for judges;
- Experience of work related to the accountability of judges or prosecutors.
- Experience of international legal cooperation.
- Experience of legal drafting or review.
- Project management experience
- International experience of working with rule of law and criminal justice system issues.

7. Desirable Knowledge, Skills and Abilities:

- Ability to work in a multicultural environment with local partners of different professional and religious backgrounds, and with diverse political views;
- Proven ability to translate strategy into action and to work effectively in a deadline driven environment;
- Knowledge skills of Arabic.

Position Name: Transport and Logistics Officer	Employment Regime: Seconded/Contracted	Post Category for Contracted: Mission Support Staff Management Level
Ref. number: MS 12	Location: Ramallah	Availability: ASAP/July 2020
Component/Department/Unit: Mission Support Department	Security Clearance Level: EU CONFIDENTIAL or equivalent	Open to Contributing Third States: No

1. Reporting Line:

The Transport and Logistics Officer reports to the Chief of Transport and Logistics.

2. Main Tasks and Responsibilities:

- To provide service and technical reporting to the Chief of General Support Service;
- To ensure effective management of the transport system within the area of responsibility, including liaising with the car rental agencies, monitoring the fleet (fuel accountability, damages to the vehicles, road accidents and insurance cover) through the electronically Fleet management System;
- To identify and monitor the requirement for spare parts, workshop equipment and tools in order to facilitate efficient maintenance as well as performing quality assurance;
- To propose withdrawal of vehicles from service, if they are not considered to be roadworthy;
- To conduct accident damage assessments, processes vehicle accident reports, participates in Boards of Inquiry and raises Damage Discrepancy Reports as required;
- To prepare reports and makes recommendations as necessary on various transport matters within her/his area of competence;

- To develop and conducts Mission driving orientation briefings to ensure that all Mission members are adequately familiarised with road and traffic conditions as well as traffic rules and regulations pertaining to the Mission area;
- To implement and co-ordinates an intra-theatre air and land movement plan for the Mission;
- To maintain a data base for cost-control/analysis, scheduling of services/repairs and ensures tracking of reimbursements of repairs after accidents;
- To liaise with forwarder agencies as required with respect to provision of movement resources;
- To provide support on transport related matters to Mission members during the trips to the fields;
- To ensure the necessary storage, distribution and allocation of motor vehicles and associated equipment to Mission members;
- To provide advice, support and train Mission staff on transport related matters and guidelines.
- To assist the Chief of Logistics and the Chief Procurement Unit in sourcing air transport and logistic shipping movement resources as required;
- To undertake any other related task as requested by the Line Manager(s).

3. Mission Specific Tasks and Responsibilities:

- To assist in the development, maintenance and revision of all Fleet and Logistics related Administrative tasks and instructions

Fleet related issues such as:

- Eligibility for vehicle use, standards for use, private use of vehicles, maintenance instructions, actions on damage to vehicles, reporting requirements and insurance cover.
- Fuel accounts, insurance overview, car consumptions, mileage control and regional maintenance of the vehicles
- Monitor private usage of the cars
- Assist with local suppliers and to oversee the correct use of Mission resources in the management of fuel, insurance, and maintenance.
- To ensure appropriate recovery and breakdown services are in place.
- To undertake any other such duties as may be required by the Chief of General Services respect of fleet services.

Logistics related issues such as

- To assist in handling received documents accompanying supplies and assets/equipment identified for movement, transfer or given on loan; ensures adjustments of data in the Inventory system.
- To ensure proper administration of assets, as well as handover/takeover procedure is properly applied, analyses audit and inventory reports and provides recommendations on remedial actions.
- Provides technical guidance on asset management.
- To analyse and adjusts workflows related to Asset Management when situation requires.
- Upon direction from Chief General Services and Logistics Officer/Transport Coordinator organizes the necessary arrangements for the movement and transfer of assets and supplies within the Mission and other EU Missions.
- To maintain the assets data entered in the asset module, inspecting as necessary for correctness and completeness; analyses work methods and work flows to establish most efficient use of human and material resources in asset management.

- To implement administrative procedures in connection with asset tracking, database development and administration of asset management and the management of surplus equipment.
- Order Offices supplies and maintain appropriate stock levels.
- Liaise and coordinate with Israeli authorities regarding the release of items from customs including storage fees.
- Perform market surveys and emergency purchases as required.

4. Essential Qualifications and Experience:

- Successful completion of university studies of at least 3 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 6 in the European Qualifications Framework OR a qualification of the first cycle under the framework of qualifications of the European Higher Education Area, e.g. Bachelors' Degree. The qualification should be in any of the fields of Transport, Logistics, Automotive Technology, Engineering, Supply Chain Management or any other related field OR equivalent and attested police or/and military education or training or an award of an equivalent rank; AND
- A minimum of 4 years relevant professional experience, after having fulfilled the education requirements;

5. Essential Knowledge, Skills and Abilities:

- Proficiency in use of standard maintenance and fleet related software and data entry processes, knowledge of logistics and fleet databases and inventory procedures;
- Knowledge of using electronic Fleet Management, Logistics and warehouse management software;
- Knowledge of current technologies for Fleet Management;
- Awareness of different product and services markets and industrial business networks;
- Ability to perform under stress and in difficult circumstances;

6. Desirable Qualifications and Experience:

- Knowledge of Warehousing, Supply Chain Management as well as Fleet Management;

7. Desirable Knowledge, Skills and Abilities: N/A

Position name: CIS - Cyber Security Expert	Employment Regime: Seconded/Contracted	Post Category for Contracted: Mission Support - Expert Level (MSEL)
Ref. Number: MS 14		Availability: ASAP/July 2020
Department/Component/Unit: Mission Support Department/ Communications and Information Systems (CIS) Unit	Security Clearance Level: EU SECRET	Open to Contributing Third States: No

1. Reporting Line

The CIS - Cyber Security Expert reports to the Chief of Communications Information Systems Unit. On Cyber/Information Security matters the CIS - Cyber/Information Security Expert also reports to the Senior Mission Security Officer.

2. Main Tasks and Responsibilities:

To provide service and technical reporting to the Chief of Communications Information Systems Unit within in the area of CIS and Cyber security;

2.1. CIS Area

- To perform problem management and incident management analysis and develop general solutions to enhance the quality and reliability of CIS services.
- To liaise with relevant CIS units on the implementation of approved CIS change management requests through standardised release management procedures.
- To design the deployment, development, testing, and maintenance processes of CIS standard hardware, software, systems, and peripherals.
- To design and deploy departmental training activities including user training programs in support of new technologies and procedures.
- To assist in the design and implementation, management and maintenance of CIS telecommunication systems in all office locations.
- To install and commission all standard communications equipment in the Mission including but not limited to: HF CODAN, UHF Motorola GM and GP systems, HF/UHF vehicular equipment, UHF repeaters, VSAT, BGAN, and portable/mobile satellite communications equipment; and provide 1st and 2nd level support and fault finding on communication installations and equipment.
- To provide technical support for IT-network and information systems, including microwave and Wi-Fi links, Local Area Network, and Windows-based client applications and server systems.
- To provide support for mission telephony systems including IP telephony, videoconferencing, and GSM equipment.
- To deploy, install, maintain, and support all data centre equipment, servers, software, and services in the Mission.
- To plan, implement, and maintain data recovery tools, business continuity measures, and disaster recovery measures, ensuring a high availability of mission-critical data centre services throughout the Mission.

2.2. Cyber Security Area

- To direct and perform the installation, configuration, and use of security tools (e.g. firewalls, data encryption, IDS/IPS, SIEM) and services, to protect the Mission's data, electronic information, systems and infrastructure.
- To design, implement and maintain an IT Security Architecture and Plan, and direct the implementation of IT security standards and best practices monitoring appropriate IT Security metrics and provide periodic status reports to stakeholders for all critical systems within their specific area of responsibility.
- To identify budgetary requirements, prepare requests for procurement proposals, draft technical specifications, and perform subsequent technical evaluation of received bids and commercial proposals in relation to IT Security products, solutions and services.
- To undertake any other related tasks as requested by the Line Manager(s).

3. Mission Specific Tasks and Responsibilities

- Assist both EUPOL COPPS and EUBAM Rafah Missions in all aspects related to CIS and Cyber Security as stipulated in the MoU (Memorandum of Understanding) between the two missions, undertaking on-site tasks at both Mission locations.
- Contribute to the establishment and participate in the Mission's cybersecurity management program, working closely with Mission Security and Safety personnel and related management structures.
- To develop a comprehensive pro-active automated cyber security early warning system for any known and new forms of cyber-attacks that will use an automated incident response engine.
- To support external providers of IT security services in the operation of monitoring services, analytical tools, incident management capabilities, and the provisioning of engineering/operational services and products/solutions.
- To support the operational hardening of IT and communication systems, services and networks.
- To conduct regular technical IT security risk and control assessments/audits of systems and infrastructure, and provide actionable dashboards and data regarding status of remediation of security findings to vulnerability owners.
- To provide training, advice and easy to follow user guidelines on maintaining IT and cyber security.

4. Essential Qualifications and Experience

- Successful completion of university studies of at least 4 years attested by a diploma OR a qualification in the National Qualifications Framework which is equivalent to level 7 in the European Qualifications Framework OR a qualification of the second cycle under the framework of qualifications of the European Higher Education Area, e.g. Master's Degree. The qualification should be in any of the fields of Information Technology, Computer Science, Communications, Engineering or other related field; AND
- A minimum of 5 years of relevant professional experience, out of which a minimum of 2 years of experience in a position with major IT security contents exposure, after having fulfilled the education requirements.
- Hands-on experience with Microsoft Windows Server/Unix server, Microsoft Active

Directory/Azure Active Directory Domain Services and Group Policies, Microsoft Exchange/365, network routers and switches, next generation firewalls, data and drive encryption tools, and CA/PKI solutions.

- Professional experience in managing IT security and hands-on experience with related technologies, e.g. NG firewalls, SIEM, IDS, IPS, NAC, multifactor authentication, endpoint security, and operational hardening of networks, systems and services.

5. Essential Knowledge, Skills and Abilities:

- Possesses knowledge of industry best practices in network, application, hardware and OS platform security and global security standards.

6. Desirable Qualifications and Experience:

- Experience with and/or good knowledge of modern security tools and products, including vulnerability scanners, analytical and testing tools (e.g. SPLUNK, MISP, Snort, Nessus, or similar).
- Valid professional industry certification(s), any one or more of CISSP, CISM, CISA, CRISC; OR a combination of postgraduate certificates and certifications such as CompTIA Security+, CEH Certified Ethical Hacker, or GIAC certifications in cyber security or information security.
- A combination of professional and relevant certifications in Microsoft, Cisco, and StormShield products and technologies.
- Have sufficient knowledge of information system penetration techniques and risks, cybersecurity frameworks (e.g. NIST or ISO 27000), and have practical hands-on experience investigating and remediating active threats.
- Involvement in establishing formal IT security governance and operations, and a familiarity with the support of audits and security certification. An ISO/IEC 27001 Lead Auditor certification would be beneficial.
- Background and familiarity with IT infrastructure methodologies, processes, and practices (e.g. ITSM/ ITIL, MOF).
- International experience, particular in crisis areas with multi-national and international organisations.

7. Desirable Knowledge, Skills and Abilities

- Project management skills and practical experience with project management tools.
- Expert level of problem solving and analytical ability to analyse complex IT systems configurations.